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Student Employment

TA/RA Application Process

Once you have been notified that you were selected as a TA or RA, please contact Sloan Student Funding at studentfunding.mitsloan@mit.edu as soon as possible to receive full instructions for completing all required onboarding materials. Only full-time students enrolled in an MIT degree granting program are eligible to be hired as TAs/RAs.

You will be required to complete an [online TA or RA application](#) for each individual appointment you work during your time at Sloan. Student Funding will supply you with the link to complete this application, as well as information regarding any other required paperwork (see below).

After you submit your TA application, you will be added to the [MIT Sloan TA site](#), which is a training and resource center for TAs. You will also automatically be listed as the TA for the course on the Canvas course site.

All student appointments (TA/RA/fellowships) will be viewable in the MIT [Atlas App](#) (mobile and desktop). After Student Funding enters your TA/RA appointment into our system and after your faculty supervisor updates it via the app, you can view and take action on it within the app. You will also be able to download your letter of employment from it.

Mandatory Hiring Paperwork: I-9 and IPIA

Special Note to First-Time TA's/RA's: Please complete both the Inventions and Proprietary Information Agreement (IPIA) and both steps of the [I-9 form](#). Both forms are **REQUIRED** to be completed prior to your appointment start date. For most Masters students, if you have completed them once, you do not have to complete them again.

The **I-9** provides proof that you are legally eligible to work in the US. All MIT employees are required to complete it within 3 days of the start of your appointment (which for most students is the first day of the semester, 9/1, 1/16, or 6/1, not the first day of the class you are TAing for). To do so, you must provide specific documentation. Acceptable documents are mentioned in the [I-9 instructions](#). Step 2 of the I-9 form must be completed [by appointment](#) in person at the I-9 office located in the [Atlas Service Center](#) in Building E17. Please contact the [I-9 office](#) with any questions.

****Please note**** if you complete your I-9 later than the first day of the term or after your official start date, **your appointment will be prorated to the date you complete your I-9**. You will not be eligible for "back pay" since you are not legally eligible to work (or be asked to work) prior to completing the I-9. Therefore, if you are considering accepting any employment at MIT (TA/RA/hourly paid work), you may want to complete it at your convenience before accepting any paid position.

The **IPIA** is an agreement that effectively transfers ownership of certain intellectual property to MIT (consistent with [MIT Policy](#)) and allows MIT to meet its legal obligations to the supporters of its research. Consistent with federal regulations (35 U.S.C. § 206 (the "Bayh-Dole Act"), 37 CFR 401), sponsored research obligations, and [MIT Policy](#), everyone with an appointment or who participates in MIT-administered research (i.e., faculty, research staff, and students) must sign the IPIA. Faculty, staff (including visitors, research affiliates and fellows, and Media Lab), graduate students (including Media Lab), and undergraduates (including minors) may sign the IPIA via [Atlas](#) (MIT certificates required).

TA Orientation & Training

The [MIT Sloan TA site](#) is a training and resource center for Sloan TAs. First-time Sloan TAs are required to complete several trainings before the first day of classes. Experienced Sloan TAs are welcome to participate in any trainings that they would find helpful.

Social Security Number

If you are an international student who needs to apply for a [Social Security Number](#) (SSN) after your student employment has been processed, please reach out to Student Funding for a letter of student employment to be used in your SSN application.

Direct Deposit

You can set up direct deposit for salary payments made directly to a US based bank account via the Atlas website (not app): [Atlas](#) > About Me > Money Matters > Direct Deposit.

Tax Withholding

Be sure to complete any applicable [tax withholding forms](#). This may be done after the start date of your employment: [Atlas](#) > About Me Money Matters > Tax Withholding. Questions about taxes can be directed to the Payroll Office, payroll@mit.edu.

TA Appointments at Sloan

Only full-time MIT registered graduate degree candidates may apply for Teaching Assistant (TA) and Research Assistant (RA) appointments. As noted in the [Graduate Policies & Procedures](#), satisfactory academic performance is reviewed each term. A student who wishes to hold a TA/RA appointment must have a current cumulative GPA of 4.0 or higher. Students may not be a TA for a course at the same time they are enrolled in that particular course. Note: First year Masters (MBA, EMBA, SFMBA, MFin) students are not eligible for TA/RA appointments during their first semester when they are taking core courses.

For a listing of available TA positions, please visit the [TA Opportunities Website](#). If you have any questions or want to apply for one of those TA positions, please contact the person listed. This is not a comprehensive list of all TA opportunities, as many are simply hired directly by the faculty member teaching a course. Directly inquiring about available positions with faculty members often is the best method of finding an opening. Other MIT jobs can be found on the [MIT Student Employment Portal](#).

The [compensation](#) for each position is directly related to the percentage level of work effort. The maximum level of effort a student can work is 20 hours/week so this effort is listed as 100%. Fewer hours of work expected per week will have a lower work-effort %. This level of effort is listed on the TA Opportunities Site, and should be known to the faculty member (or faculty assistant) prior to hiring a TA. Otherwise, you can feel free to contact Sloan Student Funding or the appropriate Academic Area Director in order to obtain updated information on the level of work effort and compensation effort.

Please note that half-term courses may be advertised using the anticipated TA work effort (e.g. 50% = 10 hours/week). This may or may not match the payment allocation. If you are not clear about the payment allocation for an advertised course, please contact, Student Funding for assistance. Half-term courses will be processed over the half term within which the course occurs.

To begin the TA onboarding process, please follow the instructions above.

All students employed as Sloan TAs can expect to be compensated with the Sloan rates.

Academic Areas are comprised of faculty grouped by their [research subjects](#).

Academic Area Directors:

- Behavioral & Policy Sciences (BPS): [Rose Carpenter](#)
- Economics, Finance & Accounting (EFA): [Nancy Leonelli](#)
- Management Science (MS): [TBD](#)

For more information regarding TA Compensation, please click [here](#).

Please note that MIT Sloan/HKS Dual Degree MBAs are prohibited from working at MIT Sloan while in residence at Harvard.

RA Appointments at Sloan

It is uncommon for a Master's-level student to work as a RA during their time at Sloan. However, if you wish to pursue such an opportunity directly with a faculty member, please search the [Sloan faculty directory](#) to learn more about the faculty's research interests.

If you have already been informed by a faculty member or your program office that working as a RA may be a possibility, please contact Sloan Student Funding at studentfunding.mitsloan@mit.edu directly with any questions concerning compensation.

All students employed by Sloan faculty as RAs can expect to be compensated with the Sloan rates.

To begin the RA onboarding process, please follow the instructions above.

TA/RA Appointments for Sloan PhD Students

Sloan PhD students should visit the PhD Program page or contact either Josh DeMaio (jkdemaio@mit.edu), Colette Boudreau (cmb67@mit.edu), or Hillary Ross (hross@mit.edu) with any questions concerning TA/RA appointments for PhD students, or PhD funding rules in general.

Student Hourly Payroll or Other Graduate Stipends

If you are a faculty or staff member looking to hire an hourly student worker, please contact Sloan Student Funding (studentfunding.mitsloan@mit.edu) directly for guidance. Our office can help you:

- Determine if the student is eligible to be hired hourly for your position
- Determine the best method of paying a student
 - Hourly
 - Lump Sum
- Determine the student's ability and authorization to work legally in the US
- Administer payments through Payroll

To submit a Sloan Hourly Payroll request, please click [here](#). Students paid hourly will also have to have a completed I-9 on file at MIT prior to beginning any work.

Remote Work Authorization

If you are planning on accepting a TA/RA position but you intend to work from outside of the US, you can only do so for more than 30 days with permission from the MIT Office of the Vice Chancellor prior to beginning any work. Please contact Student Funding with questions before you accept the position.